

RADIO TECHNICIAN

DEFINITION: Under general supervision, performs work of moderate difficulty; installs, modifies, repairs and maintains radio communications systems; uses independent judgment in making decisions requiring the interpretation and application of guidelines; performs related work as assigned.

ESSENTIAL FUNCTIONS: This list is ILLUSTRATIVE ONLY and is not a comprehensive listing of all functions and tasks performed by incumbents of this class.

TASKS:

Installs, tests, modifies, repairs and maintains communication equipment for radio transmitters, receivers and other communication equipment in vehicles and permanent locations in accordance with Federal Communication Commission (FCC) rules and regulations; ensures licensure, frequency coordination, reporting and records maintenance are in compliance with FCC rules and regulations; adjusts, repairs or replaces system components, including programming and reprogramming software; maintains all circuits, hardware and related equipment and facilities to optimum performance; provides technical expertise in the consideration of equipment and system needs and concerns; prepares equipment specifications for review/approval and subsequent purchase; maintains inventory of equipment and parts, equipment operating and maintenance manuals and equipment history records; monitors radio messages between stations or vehicles to ascertain the efficiency and clarity of messages; maintains antenna systems and antenna supports.

Designs and constructs new radio equipment in accordance with specified requirements including modification for desired use; collects, inputs and utilizes data within the communications database systems; prepares records, reports and correspondence as required; works with outside entities and other interested groups in developing radio communications systems and connections to Navajo Nation facilities; works with other entities, agencies and organizations in performing duties; takes field strength measurements to determine operational coverage of transmitters and takes periodic frequency, power input and modulation measurement of transmitters; keeps abreast of new communication technology and provides recommendations for improved communication; instructs and informs departmental personnel on the proper use, care and operation of radio communication in accordance with FCC rules and regulations.

KNOWLEDGE, SKILLS AND OTHER CHARACTERISTICS:

Knowledge of current applicable Federal Communication Commission (FCC) rules and regulations.
Knowledge of communication systems terminology.
Knowledge of radio communication systems.
Knowledge of basic principles and practices of radio communication hardware and software operations.
Knowledge of basic methods and techniques of determining radio hardware and software problems.
Knowledge of the tools and equipment used to test and calibrate electronic equipment.
Knowledge of methods and techniques of radio communication.
Knowledge of inventory control.
Skill in troubleshooting various radio communication problems.
Skill in understanding and following oral and written instructions.
Skill in communicating clearly and concisely, both orally and in writing.
Skill in establishing and maintaining effective working relationships.
Ability to write reports and routine correspondence; complete and maintain records.

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PHYSICAL REQUIREMENTS AND WORK ENVIRONMENT: Work requires continuous use of radio equipment, lifting and carrying radio antennas and equipment weighing up to 20 lbs.; requires climbing heights of 176 feet above base.

MINIMUM QUALIFICATIONS:

- A high school diploma or GED; and completion of a two (2) year program in Electronic Technology; and two (2) year of experience in radio hardware and software installation and maintenance.

PREFERRED QUALIFICATIONS:

- An Associate's degree in Electronic Technology.
- Possess a valid FCC Commercial Radio Operator License.

SPECIAL REQUIREMENTS:

- Possess a valid state driver's license.

Supplemental Requirements:

Incumbent must obtain a Navajo Nation Vehicle Operator's Permit within 90 days of date of hire.

Depending upon the needs of the Nation, some incumbents of the class may be required to demonstrate fluency in both the Navajo and English languages as a condition of employment.